

Academic Student Employees (ASE) - UNIT 11

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Fall 2018

Hiring Dates & Information

Submit Job Postings: April 2, 2018
Start submitting ASE paperwork to OGS: July 2, 2018
ASE Applications DUE Date (priority): July 20, 2018

Appointment Notifications available for pick up in Student Employment Office (for applications received by PRIORITY due date):

▪ Teaching Associates (TA)	August 07, 2018
▪ Instructional Student Assistant (ISA)	August 10, 2018
▪ Graduate Assistants (GA)	August 13, 2018

Appointment notifications will be processed as approved application materials are received in the Student Employment Office (SEO), notifications may be available for pick up *earlier* than the above noted dates.

Fall 2018 Work Dates

▪ Instructional Student Assistant (ISA)	08/27/2018 – 01/21/2019
▪ Teaching Associates (TA)	08/22/2018 – 01/02/2019
▪ Graduate Assistants (GA)	08/31/2018 – 01/30/2019

Continuous Enrollment paperwork must be received by: August 1, 2018 (ASC / Unit 11 *ONLY*)

Fall 2018 Registration: April 30 – May 18, 2018

Grades Posted:

Spring 2018:	May 23, 2018
Summer 2018:	August 24, 2018

Minimum GPA Requirements (Use Cumulative GPA Only)

- Graduate Students: 3.0 GPA or better (newly admitted: 2.50)
- Undergraduate Students: 2.5 GPA or better (newly admitted 2.0)

Unit Requirements

- Graduate Students - Min: 4 units / Max: 12 units
- Undergraduate Students - Min: 6 units / Max: 15 units

ASE – Unit 11 Salary

Instructional Student Assistant (ISA) <u>Hourly</u> Salary (1150/1151)	\$13.00 - \$19.42
Teaching Associate (TA) Monthly Salary (2354.01 - Graduate)	\$2,278. - \$5,356.
TA - Doctorate Students (2354.02)	\$2,697. - \$6,752.
Graduate Assistant (GA) Monthly Salary (2355)	\$2,179. - \$3,088.

NOTES:

- Applications received *after* the priority date will be processed as quickly as possible, but we cannot guarantee that we will be able to generate an appointment notification in time for students to start their positions.
- Appointment notifications must be picked up and signed at the Student Employment Office, Del Norte Hall, Room 3009 within 14 days of the date noted on the appointment notification letter.
- Students that have not worked as Academic Student Employees in the past will need to complete & submit new employee payroll documents at the Student Employment Office, Del Norte Hall, Room 3009 at the time that the appointment notification is picked up.